



## DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 02-09-021	OPENING DATE: 02-11-09	CLOSING DATE: 03-04-09	OPEN TO ALL APPLICANTS
POSITION: Transcript Records Clerk JS-303-07	TYPE OF APPOINTMENT: Career Service	SALARY: \$41,210-\$53,574 DC Courts non-judicial employees receive federal retirement and benefits	
DIVISION: Court Reporting and Recording	LOCATION: 500 Indiana Avenue, NW	Tour of Duty: Full-time	

### PROMOTION POTENTIAL TO JS-8

**BRIEF DESCRIPTION OF DUTIES:** Accepts and coordinates all transcript requests and disseminates them to the appropriate court reporter or the Transcription Branch for preparation. Verifies the accuracy of transcript vouchers via Electronic Worksheets, CourtSmart and/or Courtview. Checks vouchers and billing statements for accuracy and forwards them to appropriate agencies for disbursement. Accepts payments for transcripts. Assists and interacts with the public on a daily basis either through interaction at the counter or telephonically. Acts in a clerical capacity for all court reporters, attorneys and litigants on matters relating to transcripts of proceedings heard in the Superior Court. Enters and maintains accurate information on the Computer Transcript Tracking System. Prepares monthly reports regarding transcript production of reporters.

**MINIMUM QUALIFICATIONS:** A high school diploma or General Equivalence Diploma (G.E.D.) and at least three (3) years of general office experience including two (2) years experience with a Windows Based Operating System and Word or Word Perfect. Please submit copies of your high school diploma or G.E.D. certificate, and your most recent performance evaluation, if available, with your application.

**SELECTION PROCESS:** All candidates who meet the minimum qualifications will be scheduled for testing on Keyboarding (typing accuracy and speed at 40 wpm corrected for errors) and Language Arts (grammar, spelling, punctuation, abbreviations, capitalization, possessives, number usage). A structured oral interview may also be required. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

#### **Submit D.C. Courts Application and Ranking Factor Responses:**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001  
FAX to (202)879-4212

Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor,  
Washington, D.C.

For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.